

Retention and Classification Report

Agency: Emery County (Utah). County Commission (1513)

Emery County Courthouse
75 East Main, P.O. Box 629
Castle Dale, UT 84513

Records Officer

84032 Minutes

AGENCY: Emery County (Utah). County Commission

SERIES: 84032

4

TITLE: Minutes

DATES: i 1880-

ARRANGEMENT: Chronological by date of meeting.

DESCRIPTION:

Minute books of the county commission, includes information on budgeting; equipment purchasing, and auditing; use of county lands; districting for schools, roads, voting, drainage, taxing; acting as an ex-officio board of equalization; business licensing; arranging for the construction of roads, public buildings, etc.; contracting for services; supervising the conduct and payment of all county personnel; providing for basic health care, public safety, and care of the indigent; canvassing electin returns and apointing certain officials; incorporating municipalities. The day's entires are prefaced by the dat, names of those present, and where and when they met.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

This disposition is based on the value of the series as the legal record for the county, probably the best single source of historical information on official activities (building, bonding, employees, voting, licensing, taxing, zoning, etc.)

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(continued)

PRIMARY CLASSIFICATION:

Public